



SIDES E-Response Web Portal

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Section 1 – Overview

SIDES E-Response is a free web portal through which Employers and Third Party Administrators (TPAs) may electronically receive and submit responses to Illinois Department of Employment Security (IDES) Unemployment Insurance notifications currently received by mail. IDES is providing the option to receive and respond to electronic Notices of Claims via the **SIDES E-Response** web portal. The **SIDES E-Response** web portal is ideal for Employers and TPAs who receive a limited number of Notice of Claims. For Employer or TPAs that receive large volumes of Notice of Claims, they should contact IDES' Employer Support Hotline at (800) 247-4984 to discuss becoming a **SIDES Web Service Employer**.

Requirements

SIDES E-Response only requires the following:

- TaxNet account,
- Email address to receive **SIDES E-Response** notifications,
- FEIN number,
- UI Account number,
- SIDES PIN (generated for you after registering for **SIDES E-Response**),
- A working internet connection.

Section 2 – Register on Illinois TaxNet

Employers and TPAs can participate in **SIDES E-Response** by registering through our internet application, Illinois Taxnet*. If an Employer or TPA does not have a TaxNet account, they can sign-up for an account by visiting:

<https://taxnet.ides.state.il.us>

To setup a TaxNet account, on the TaxNet main page, select “I want to Sign Up as a New TaxNet User. [Click here](#)” at the bottom of the main screen.

Logon to TaxNet

CS - Tax Filing

CS - Account Registration

Administration

Read Privacy Policy

Check Browser

4.0.1.1

All New TaxNet users [click here](#) to View and Print registration instructions prior to Signing Up as a New TaxNet User

Learn more about Illinois TaxNet.
click to watch our demo

Here's what you can do with Illinois TaxNet:

Illinois Department of Employment Security

- * File UI Quarterly Contributions and Wage Report
- * File Monthly Wage Report
- * Pay UI Taxes
- * View UI Account information
- * Changes to UI Account
- * Report a business acquisition to IDES
- * Close UI Account
- * Correct a UI Quarterly Report
- * Request a Letter of Clearance

Illinois Department of Revenue

- * Pay State Withholding taxes

Notice to IDOR Customers

If you are not required by the Illinois Unemployment Insurance Act to file a UI report and pay UI taxes, please use the IDOR [Web File and Pay Website](#).

Thank you for using TaxNet to file your Employer's Quarterly Contribution and Wage Report (UI-3/40). In order to save money, the Department no longer will mail a quarterly tax packet to online tax filers.

This is a reminder that your quarterly UI-3/40 Contribution and Wage Report and payment for the fourth quarter of 2012 are due on January 31, 2013. Penalty and interest can be incurred if payment and report have not been transmitted to IDES by January 31, 2013. Paying your contributions online through ACH debit is a safe and convenient way to make your payment and receive confirmation of a timely payment.

If you are paying by check, you can logon to TaxNet, select Unemployment Insurance, select Year and Quarter, Enter Payment Amount, Click on Next, Print Payment Coupon on display. Attach the payment coupon to your check and mail it to the address shown: IDES, P.O. Box 19300, Springfield, Illinois 62794-9300.

If you have questions, please call us at the IDES TaxNet Hotline (866) 274-5697, or e-mail us at DES.TaxnetAD@illinois.gov

1. I want to Sign Up as a New TaxNet User. [click here](#)
2. Existing TaxNet Users [click here](#) or select **Logon to TaxNet** on left menu

* Illinois Taxnet is best viewed using Internet Explorer 8.

On the Sign Up Screen, Employers and TPAs will need to fill out the requested information and select “Create User” to create a TaxNet account.

IDES ILLINOIS TAXNET

FAQ : Help : Contact Us

Logon to TaxNet

Home

CS - Tax Filing

CS - Account Registration

Administration

Read Privacy Policy

Check Browser

4.0.1.1

All New TaxNet users [click here](#) to View and Print registration instructions prior to Signing Up as a New TaxNet User

Sign Up for Your New TaxNet User Account

User Name:

Password:

Confirm Password:

E-mail:

Confirm E-mail:

Security Question:

Security Answer:

Create User

If an Employer or TPA already has a TaxNet account, they can simply Logon to TaxNet from the main page. On the Logon screen, Employers and TPAs will enter their TaxNet User Name and Password.

If an Employer or TPA already has a UI Account number, they can select the top “Continue” button, otherwise, they should select the bottom “Continue” button and proceed to obtain a UI Account number.

The screenshot shows the IDES ILLINOIS TAXNET website. At the top left is the IDES logo and the text "ILLINOIS TAXNET". At the top right is a black navigation bar with the text "FAQ : Help : Contact Us". On the left side, there is a vertical menu with five blue buttons: "Home", "CS - Tax Filing", "CS - Account Registration", "Administration", and "Read Privacy Policy". Below these buttons is a red box containing the text "Check Browser" and the version number "4.0.1.1". The main content area has a heading "Select one of the following Illinois TaxNet applications:". Below this heading are two red-bordered boxes. The first box contains the text "If you presently have a UI account number", "Click this button for Tax Filing and Tax Payments IL-501,UI-3/40", and an orange "Continue" button. The second box contains the text "A UI account number is required to use TaxNet", "Click this button to obtain a new UI Account Number or to report a business acquisition or change in legal entity for an existing UI account.", and an orange "Continue" button.

IDES ILLINOIS TAXNET

FAQ : Help : Contact Us

Home

CS - Tax Filing

CS - Account Registration

Administration

Read Privacy Policy

Check Browser

4.0.1.1

Select one of the following Illinois TaxNet applications:

If you presently have a UI account number

Click this button for Tax Filing and Tax Payments
IL-501,UI-3/40

Continue

A UI account number is required to use TaxNet

Click this button to obtain a new UI Account Number or to report a business
acquisition or change in legal entity for an existing UI account.

Continue

To complete logging in to TaxNet, Employers or TPAs must select their Organization ID Type, either FEIN, UI Account Number of Service Bureau, and enter the corresponding Organization FEIN, UI Account Number or Service Bureau ID number, and select “Logon to TaxNet”.

Home

Logoff

4.0.1.1

Illinois TaxNet

FAQ : Help : Contact Us

Identify Your Organization

To complete your Login to Employer Tax Filing, you must enter the ID of your Employer or Service Bureau. This ID number will be verified against the tax records of the Illinois Department of Employment Security. You may choose an Organization ID Type of FEIN, Unemployment Insurance Account Number or Service Bureau ID from the Organization ID Type drop-down list.

Organization ID Type: UI Account Number

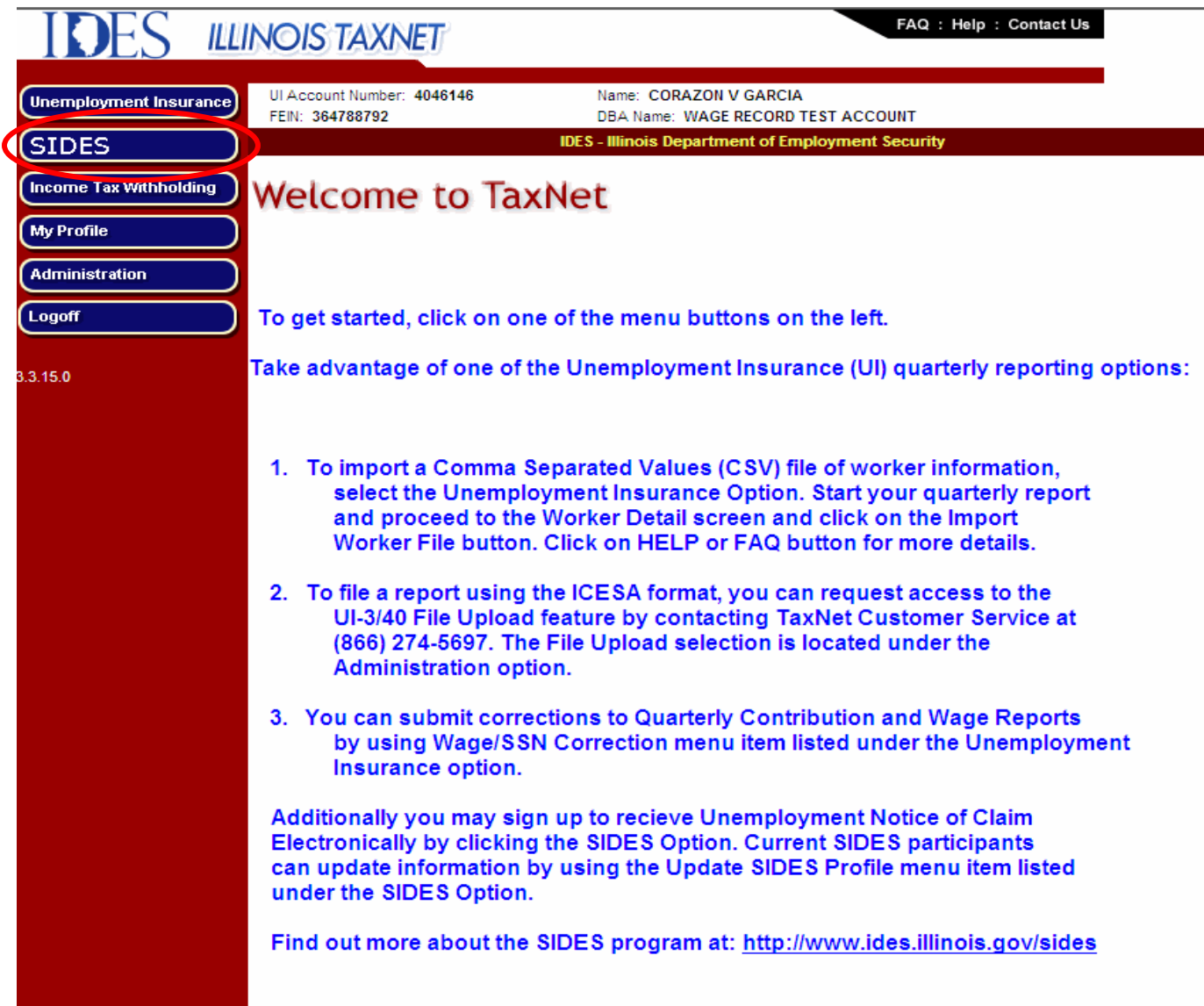
Organization ID: UI Account Number

Logon to TaxNet

☒ Remember my Organization ID Type

Section 3 – Register for SIDES E-Response

To register for **SIDES E-Response**, after an Employer logs in to Taxnet they will navigate to the Welcome screen and should select the SIDES button on the left side menu.



The screenshot shows the IDES Illinois TaxNet website interface. The top header includes the IDES logo, the text "ILLINOIS TAXNET", and links for "FAQ : Help : Contact Us". Below the header, a navigation bar contains buttons for "Unemployment Insurance", "SIDES", "Income Tax Withholding", "My Profile", "Administration", and "Logoff". The "SIDES" button is highlighted with a red circle. To the right of the navigation bar, user information is displayed: "UI Account Number: 4046146", "FEIN: 364788792", "Name: CORAZON V GARCIA", and "DBA Name: WAGE RECORD TEST ACCOUNT". Below this, a red banner reads "IDES - Illinois Department of Employment Security". The main content area features a "Welcome to TaxNet" message and instructions: "To get started, click on one of the menu buttons on the left." and "Take advantage of one of the Unemployment Insurance (UI) quarterly reporting options:". A list of three options is provided: 1. Importing a CSV file, 2. Filing a report using the ICESA format, and 3. Submitting corrections to Quarterly Contribution and Wage Reports. Additional information about signing up for Unemployment Notice of Claim Electronically and updating the SIDES profile is also included. The version number "3.3.15.0" is visible in the bottom left corner.

IDES ILLINOIS TAXNET

FAQ : Help : Contact Us

Unemployment Insurance

UI Account Number: 4046146

Name: CORAZON V GARCIA

FEIN: 364788792

DBA Name: WAGE RECORD TEST ACCOUNT

SIDES

Income Tax Withholding

My Profile

Administration

Logoff

IDES - Illinois Department of Employment Security

Welcome to TaxNet

To get started, click on one of the menu buttons on the left.

Take advantage of one of the Unemployment Insurance (UI) quarterly reporting options:

1. To import a Comma Separated Values (CSV) file of worker information, select the Unemployment Insurance Option. Start your quarterly report and proceed to the Worker Detail screen and click on the Import Worker File button. Click on HELP or FAQ button for more details.
2. To file a report using the ICESA format, you can request access to the UI-3/40 File Upload feature by contacting TaxNet Customer Service at (866) 274-5697. The File Upload selection is located under the Administration option.
3. You can submit corrections to Quarterly Contribution and Wage Reports by using Wage/SSN Correction menu item listed under the Unemployment Insurance option.

Additionally you may sign up to receive Unemployment Notice of Claim Electronically by clicking the SIDES Option. Current SIDES participants can update information by using the Update SIDES Profile menu item listed under the SIDES Option.

Find out more about the SIDES program at: <http://www.ides.illinois.gov/sides>

3.3.15.0

Employers choosing to participate will need to initiate a onetime SIDES registration and create a SIDES profile. After reading the TaxNet Employer Disclaimer, Employers must select the radio button at the bottom of the screen stating, “I agree to the above terms. I would like to Register for SIDES.”

Quarterly Report

Contribution & Wage

View Reports

UI Payments

Pay a Quarter

Pay Balance Due

View Payments

UI Account Inquiry

Liability Information

Addresses

Rates

Balances

FUTA Recertification

Letter Of Clearance

UI Account Update

Name Correction

DBA Name Change

Address Change

Close My Account

Wage/SSN Correction

Monthly Report

View Reports

SIDES

Update SIDES Profile

Connect to SIDES

Income Tax Withholding

My Profile

Administration

Logoff

4.0.1.1

FEIN: 274863955

DBA Name: JOAKIM NOAH C/O BRIDGEWATER

IDES - Illinois Department of Employment Security

SIDES REGISTRATION

Welcome to the STATE INFORMATION DATA EXCHANGE SYSTEM (SIDES) section of TaxNet. This will allow employers to register with SIDES in order to receive unemployment Notice of Claim electronically.

TAXNET EMPLOYER Disclaimer

In order to participate in SIDES E-Response you must acknowledge that you have read, understand and agree to comply with the information listed below:

An email will be sent to the email address listed on your SIDES profile when there are documents needing your attention waiting for you in the SIDES E-Response portal.

- It is your responsibility to keep your email address current. If your email address changes you need to update your SIDES profile with the correct information.
- It is your responsibility to retrieve these documents in a timely manner.

Generally, a claimant is not eligible for benefits if he/she:

- Was fired for misconduct.** Misconduct means a "deliberate and willful violation of a reasonable rule or policy of the employing unit, governing the individual's behavior in performance of his work, provided such violation has harmed the employing unit or other employees or has been repeated by the individual despite a warning or other explicit instruction from the employing unit"
- Quit a job without a good, employment related reason,** however, there are some exceptions. For example, if the claimant left on the advice of his/her doctor or because he/she was a victim of domestic violence, the leaving doesn't have to be employment related. If the claimant quit because of the exceptions found at **Section 601B(1), (2) or (6) of the Act**, he/she will receive benefits, but you won't be charged.
- Refused an offer of suitable work without a good reason.**
For there to be a refusal of work, you must have told the claimant the hours, salary and duties of the job as well as when you wanted them to start work for you. It is not enough to say "come in and fill out an application".
- Is not able to work, not available for work or did not actively seek another job**

If you wish to protest the claimant's right to benefits because he/she received vacation pay in connection with his/her separation. In your response, you must indicate the period covered by the vacation pay and the amount of the pay. Your protest must be filed by the "Reply Due Date" or within 10 days of the date that the vacation pay is paid or becomes payable. If the payment was made for an announced period of vacation or inventory shutdown, it is not necessary to make this designation.

Appeal Rights

If your protest is not successfully submitted to SIDES by the "Reply Due Date", you will not have the right to appeal a determination that is not in your favor. However, you can protest at any time that the claimant was not able, available or actively seeking work, giving details. You can also protest anytime that the claimant was not unemployed or that the claimant is receiving a retirement pension. In those cases, you would have the right to appeal a determination for periods after the date that you filed your protest. Even if your protest is late, we will still consider any information that you provide. However, you will not be able to appeal our determination.

If you wish to protest being charged, you cannot do this through the SIDES portal. A form for protesting chargeability is available on our website at www.ides.illinois.gov/charge. Such protests must be filed within 10 calendar days of the "Reply Due Date" on the Notice of Claim.

☒ I agree to the above terms. I would like to Register for SIDES.

☐ I Disagree with the above terms. I do not wish to register for SIDES at this time.

Next

Employers will need to confirm that they agree to the terms and would like to register for SIDES.

Contribution & Wage

View Reports

UI Payments

Pay a Quarter

Pay Balance Due

View Payments

UI Account Inquiry

Liability Information

Addresses

Rates

Balances

FUTA Recertification

Letter Of Clearance

UI Account Update

Name Correction

DBA Name Change

Address Change

Close My Account

Wage/SSN Correction

Monthly Report

View Reports

SIDES

Update SIDES Profile

Connect to SIDES

Income Tax Withholding

My Profile

Administration

Logoff

4.0.1.1

IDES - Illinois Department of Employment Security

SIDES REGISTRATION

Welcome to the STATE INFORMATION DATA EXCHANGE SYSTEM (SIDES) section of Taxlet. This will allow employers to register with SIDES in order to receive unemployment Notice of Claim electronically.

TAXNET EMPLOYER Disclaimer

In order to participate in SIDES E-Response you must acknowledge that you have read, understand and agree to comply with the information listed below:

An email will be sent to the email address listed on your SIDES profile when there are documents needing your attention waiting for you in the SIDES E-Response portal.

- It is your responsibility to keep your email address current. If your email address changes you need to update your SIDES profile with the correct information.
- It is your responsibility to retrieve these documents in a timely manner.

Generally, a claimant is not eligible for benefits if he/she:

- Was fired for misconduct.** Misconduct means a "deliberate and willful violation of a reasonable rule or policy of the employing unit, governing the individual's behavior in performance of his work, provided such violation has harmed the employing unit or other employees or has been repeated by the individual despite a warning or other explicit instruction from the employing unit"
- Quit a job without a good, employment related reason,** however, there are some exceptions. For example, if the claimant left on the advice of his/her doctor or because he/she was a victim of domestic violence, the leaving doesn't have to be employment related. If the claimant quit because of the exceptions found at **Section 601B(1), (2) or (6) of the Act**, he/she will receive benefits, but you won't be charged.
- Refused an offer of suitable work without a good reason.**
For there to be a refusal of work, you must have told the claimant the hours, salary and duties of the job as well as when you wanted them to start work for you. It is not enough to say "come in and fill out an application".
- Is not able to work, not available for work or did not actively seek another job**

If you wish to protest the claimant's right to benefits because he/she received vacation pay in connection with his/her separation. In your response, you must indicate the period covered by the vacation pay and the amount of the pay. Your protest must be filed by the "Reply Due Date" or within 10 days of the date that the vacation pay is paid or becomes payable. If the payment was made for an announced period of vacation or inventory shutdown, it is not necessary to make this designation.

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If your protest is not successfully submitted to SIDES by the "Reply Due Date", you will not have the right to appeal a determination that is not in your favor. However, you can protest at any time that the claimant was not able, available or actively seeking work, giving details. You can also protest anytime that the claimant was not unemployed or that the claimant is receiving a retirement pension. In those cases, you would have the right to appeal a determination for periods after the date that you filed your protest. Even if your protest is late, we will still consider any information that you provide. However, you will not be able to appeal our determination.

If you wish to protest being charged, you cannot do this through the SIDES portal. A form for protesting chargeability is available on our website at www.ides.illinois.gov/charge. Such protests must be filed within 10 calendar days of the "Reply Due Date" on the Notice of Claim.

Please confirm your SIDES participation

I agree to the above terms. I would like to Register for SIDES.

Back

Confirm

To complete their SIDES registration, Employers and TPAs will select their electronic notification and response preference from the Update SIDES Profile information page. If Employers and TPAs choose to receive electronic notifications, they will need to provide an email account where they want to receive their **SIDES E-Response** notifications. Please note – this email address will be used for SIDES specific communication only.

Illinois TaxNet

FAQ : Help : Contact Us

Unemployment Insurance

Quarterly Report
Contribution & Wage
View Reports
UI Payments
Pay a Quarter
Pay Balance Due
View Payments
UI Account Inquiry
Liability Information
Addresses
Rates
Balances
FUTA Recertification
Letter Of Clearance
UI Account Update
Name Correction
DBA Name Change
Address Change
Close My Account
Wage/SSN Correction
Monthly Report
View Reports

SIDES

Update SIDES Profile
Connect to SIDES

Income Tax Withholding

My Profile

Administration

Logout

UI Account Number: 4618833
FEIN: 274863955
Name: JOAKIM NOAH C/O BRIDGEWATER
DBA Name: JOAKIM NOAH C/O BRIDGEWATER

IDES - Illinois Department of Employment Security

UPDATE SIDES PROFILE

Welcome to the STATE INFORMATION DATA EXCHANGE SYSTEMS (SIDES) section of TaxNet. This will allow employers to perform the following SIDES functions.

- Reset your SIDES PIN
- Change your Receipt/Response type
- Update the email address you use to receive SIDES information

Your Current SIDES Information

Receipt Type	SIDES Email	SIDES Pin	Response Type
No items to display			

Select new values

Email:

Confirm Email:

Receipt/Response Type:

Generate Pin: ☐

4.0.1.1

For assistance on page functions, please use the help feature located at the top of every page or move your mouse over a button to retrieve the tool tip.

Employers may choose to receive and respond to Notices of Claim via:

1. Receive: Email – Respond: SIDES E-Response;
2. Receive: USPS mail – Respond: SIDES E-Response.

Employers and TPAs registration is complete **only** after clicking on the “Complete Registration” button.

If an Employer or TPA has signed up for SIDES and chooses to stop participating, they can do so on this screen by selecting the USPS Mail/USPS Mail option under Response/Receipt Type. This will stop Employers and TPAs from receiving, or being able to respond via the **SIDES E-Response** web portal.

Employers may choose to participate in SIDES at any time.

STEP 4: Change SIDES Profile

SIDES participants can view and update their SIDES Profile information at any time.

The Update Profile Screen will allow Employers and TPAs to:

- View their current SIDES information (Receipt/Response type, SIDES Email address and SIDES PIN);
- Regenerate their SIDES PIN;
- Modify their Receipt/Response type and;
- Update their SIDES email address where SIDES information is received.

The “Update” button will save changes to their SIDES Profile. The “RESET” button will clear any unsaved information from the screen.

IDES - Illinois Department of Employment Security

UPDATE SIDES PROFILE

Welcome to the STATE INFORMATION DATA EXCHANGE SYSTEMS (SIDES) section of TaxNet. This will allow employers to perform the following SIDES functions.

- Reset your SIDES PIN
- Change your Receipt/Response type
- Update the email address you use to receive SIDES information

Your Current SIDES Information

Receipt Type	SIDES Email	SIDES Pin	Response Type
USPS Mail	ameet.dorepally@illinois.gov	818884747185	E-Response
USPS Mail	ameet.dorepally@illinois.gov	818884747185	E-Response
USPS Mail	ameet.dorepally@illinois.gov	897567737189	USPS Mail
E-Response	ameet.dorepally@illinois.gov	708686707272	E-Response

1 - 4 of 4 items

Select new values

Email:

Confirm Email:

Receipt/Response Type:

Generate Pin: ☐

For assistance on page functions, please use the help feature located at the top of every page or move your mouse over a button to retrieve the tool tip.

Section 5 – Email Notices

After registering their SIDES specific email address, Employers and TPAs will begin receiving e-mail notifications when they have pending Notices of Claims on the **SIDES E-Response** web portal. **Employers and TPAs will still be legislatively required to respond to these notifications within ten calendar days.** Notifications for each Employer will be bundled so an Employer will only receive one email notification per day. TPAs will receive one email per Employer per day. This email notification will contain the Employer's **SIDES E-Response** pin number that permits them to log in to the **SIDES E-Response** web portal as well as a link directly to the **SIDES E-Response** web portal log-in page.

SIDES Email Notification

Subject: Notice from IDES RE: [Employer Name]

THANK YOU FOR HELPING

THE ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

GO GREEN.

You currently have one or more Notice of Unemployment Claim documents waiting for your attention. These documents are in relation to **[Employer Name, PIN: #####]**. In order to view these documents you must log into your SIDES E-Response account either through TaxNet or by using this link. **[Link to SIDES]**. You will need the aforementioned PIN when logging into your SIDES account in order to access these documents.

IMPORTANT INFORMATION

Remember the PIN included in this email will only grant access to the documents referred to in this email. If you have changed your PIN number and still have outstanding requests you will need to refer to prior emails to retrieve the PIN number that is associated to those prior notifications in order access those documents.

If you change your email address it is your responsibility to update this information. To do so you need to log into TaxNet at <https://taxnet.ides.state.il.us> and select Update SIDES information from the SIDES drop down menu.

Please help the environment by not printing this email.

Please do not respond to this email.

Your email address will not be shared with and/or released to any outside parties for commercial purposes.

Disclaimer - This email and any files transmitted with it are confidential and contain privileged or copyright information. You must not present this message to another party without gaining permission from the sender. If you are not the intended recipient you must not copy, distribute or use this email or the information contained in it for any purpose other than to notify the Illinois Department of Employment Security. If you have received this message in error, please notify the **sender immediately**, and delete this email from your system.

Section 5 – Connect to SIDES

Employers and TPAs can access SIDES by selecting the link included in their **SIDES E-Response** emails, or by logging in to their TaxNet account, selecting the “SIDES” menu button from the left side menu, and selecting “Connect to SIDES”. Selecting this link will navigate the Employer and TPA to the **SIDES E-Response** web portal.

SIDES Email Notification

Subject: Notice from IDES RE: [Employer Name]

THANK YOU FOR HELPING

THE ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

GO GREEN.

You currently have one or more Notice of Unemployment Claim documents waiting for your attention. These documents are in relation to **[Employer Name, PIN: #####]**. In order to view these documents you must log into your SIDES E-Response account either through TaxNet or by using this link. **[Link to SIDES]**. You will need the aforementioned PIN when logging into your SIDES account in order to access these documents.




Again, currently IDES is only providing Employers and TPAs the option to receive and respond to electronic Notices of Claims via the **SIDES E-Response** web portal. After selecting the radio button for **Separation Information**, which will start the electronic Notice of Claims e-mails, Employers and TPAs will navigate to the SIDES Login Page.

1 Select E-Response Website

The screenshot displays the SIDES E-Response website interface. The header features the 'SIDES E-Response' logo on the left and the 'UI SIDES State Information Data Exchange System' logo on the right. The main content area is titled 'Welcome to the E-Response Website for the Unemployment Insurance State Information Data Exchange System'. Below this, a prompt asks the user to 'Please select the application you want to use:'. Three radio button options are listed: 'Separation Information', 'Earnings Verification', and 'Notice of UI Claim Wages Reported and Possible Changes'. The 'Separation Information' option is selected and circled in red. A 'Select' button is positioned below the options. The footer contains the copyright notice: 'Copyright © 2008 - 2011, National Association of State Workforce Agencies. All Rights Reserved.'

Section 7 – Login to SIDES

Employers and TPAs can Login to SIDES by providing their FEIN, State UI account number, SIDES PIN and selecting “Login”.



UI SIDES

State Information
Data Exchange System

[Users Guide](#)

[Help with E-Response](#)

* indicates a Required Field

All values entered into the
FEIN/SEIN/PIN fields are case SenSITive

Note: Dashes and/or other punctuation
should be omitted from the Federal
Employer Identification Number.

Separation Information Application

Response Entry

To respond to your separation information request(s), please login using the instructions provided by the
State Agency.

* State:

Select One

?

* Federal Employer Identification Number:

?

* State Employer Identification Number:

?

* Identification Number/Access Code (PIN):

?


Cancel


Login

17

Section 8 – Review and Respond to Electronic Notices of Claim

When an Employer or TPA logs in to the **SIDES E-Response** web portal, they will see pending requests for all employees that filed unemployment claims on the previous day.





STATE INFORMATION DATA
EXCHANGE SYSTEM

FEIN: 363858183
SEIN: 7100001

[Sign out](#)

Search by SSN: (Omit Dashes)

[Search](#)

[Users Guide](#)
[Help with E-Response](#)
Select a Separation Information Request to create a response and/or view/print. Or, select a Separation Information Response to edit, delete or view/print.

Select "Create Response" to begin a response.

Select "Edit Response" to edit information to a response that has not yet been submitted.








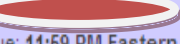

Select "Delete Response" to delete a response that has not yet been submitted.

Announcement: Welcome to UI SIDES E-Response.

Please Note : The system has regularly scheduled maintenance from 12:00:01 AM ET Sunday - 04:00:00 AM ET Sunday. You should not work on your responses during this window as the system may go down unexpectedly.

Separation Information Requests

Separation Information Requests for PIN:

SSN:  Name:  Date Due: 11:59 PM Eastern on 05/18/2013	Response Status: Not Started Create Response	View/Print 
SSN:  Name:  Date Due: 11:59 PM Eastern on 05/18/2013	Response Status: Submitted Create Amendment	View/Print View/Print - Submitted 05/30/2013 View/Print - Submitted 05/30/2013 
SSN:  Name:  Date Due: 11:59 PM Eastern on 05/18/2013	Response Status: Not Started Create Response	View/Print 

18



Employers and TPAs can view or print a PDF file of the Claimant/Employer information that is either in progress, or has already been submitted for each claimant.

Claimant and Employer Information

Requesting State

State: IL
Agency: 81 Chicago W Diversey
Phone: 
Fax: 
Response Due Date: 11:59 PM Eastern on
05/16/2013



Claimant Information

SSN: 
Name: 
Other Last Name: 
State Claim Number: 

Employer Information

Provided By Claimant

Employer Response

Employer Name: HDO PRODUCTIONS L P
State Employer Account Number: 
Federal Employer Identification Number: 

Preparer Information

Who is providing this response:

If the preparer is a TPA, what is the TPA company name:

Name of the person preparing this response:

Job title of the person preparing this response:

Preparer's telephone number with extension:

Preparer's email address:

Preparer's fax number:


☐ Check here if claimant did NOT work for this employer

☐ Check here if TPA receiving this request does NOT represent this employer

Additional Claimant Information


Provided By Claimant

Employer Response

Did the claimant work under any other Social Security Number (SSN)? 


Claimant Name used to file claim:


Other Last Name used:

State Claim Number: 

i. Create Response

To respond to a particular claimant's Notice of Claim, Employers and TPAs will simply select the "Create Response" button.





STATE INFORMATION DATA
EXCHANGE SYSTEM

FEIN: 363858183
SEIN: 7100001

Sign out









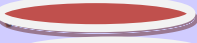


Search by SSN: (Omit Dashes)

Search

[Users Guide](#)
[Help with E-Response](#)
Select a Separation Information Request to create a response and/or view/print. Or, select a Separation Information Response to edit, delete or view/print.
Select "Create Response" to begin a response.
Select "Edit Response" to edit information to a response that has not

Separation Information Requests

Separation Information Requests for PIN:

SSN:  Name:  Date Due: 11:59 PM Eastern on 05/18/2013	Response Status: In Progress <div>Edit Response</div> <div>Delete Response</div>	 View/Print <div>?</div>
SSN:  Name:  Date Due: 11:59 PM Eastern on 05/18/2013	Response Status: Submitted <div>Create Amendment</div>	 View/Print  View/Print - Submitted 05/30/2013  View/Print - Submitted 05/30/2013 <div>?</div>
SSN:  Name:  Date Due: 11:59 PM Eastern on 05/18/2013	Response Status: Not Started <div>Create Response</div>	 View/Print <div>?</div>

Here is where Employers and TPAs can respond to their Notices of Claims. All required (*) fields should be completed.





STATE Logo and Link to Home Page

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[Sign out](#)

[Users Guide](#)

[Help with E-Response](#)

* indicates a Required Field

Enter all applicable information using the space provided.

Response for: SSN: [REDACTED] Claim Number: [REDACTED] Name: [REDACTED]

Request Date: 05/08/2013 Date Due: 05/18/2013 Claim Effective Date: 05/05/2013

Reason for Separation

Claimant Provided Reason for Separation:

Not Provided

*Employer's Reason for Claimant's Separation: Select One ?

If the reason for separation is a Labor Dispute, is the claimant not working due to a strike or a lockout?

Does the claimant have reasonable assurance of returning to work?

If yes, what date do you expect the claimant to return to work?

☐ Strike
 ☐ Lockout

☐ Yes
 ☐ No

☐ Yes
 ☐ No
 ☐ N/A

?
?
?
?

N/A: Not Available

Employers and TPAs will have an informational attachment available for them to download on the second page of the SIDES E-Response web portal that provides additional claim information, chargeability information and wage information to assist them in preparing their SIDES E-Response.

SIDES
E-Response

SIDES STATE INFORMATION DATA
EXCHANGE SYSTEM

FEIN: 363858183
SEIN: 7100001

Sign out

Response for: SSN: 335-90-1278 Claim Number: 10953799 Name: MICHAELS, GUS
Request Date: 05/08/2013 Date Due: 05/18/2013 Claim Effective Date: 05/05/2013

Additional Claimant Information Request

Information of Record

Additional Information

Did the claimant work under any other Social Security Number (SSN)?

335-90-1278

Claimant Name used to file claim:

MICHAELS, GUS

Other Name Used:

State Claim Number:

10953799

Benefit Year Beginning Date:

05/05/2013

Type of Claim:

New Initial Claim

* Indicates a Required Field

Enter any additional or corrected information.

Documents may be attached to this Separation Information Request. Note: Some documents may require your response.

Informational only attachments:

Document Name	Document Extension	Size	
ADJ030SA	PDF	2,846	Download
ADJ030SA	PDF	2,846	Download

22

[PV 1-1: Header]
 Date Mailed: [FV 16]
 Employer Account Number: [FV 17]
 Plant Code: [FV 18]
FEIN: [FVXX]
 Claimant SSN: [FV 19]
Claim ID: [FVXX]
 Reply Due Date: [FV 20]

[FV 21] Additional Claim Information for Benefit Chargeable Employers

Last Name: [FV XX]	Suffix: [FVXX]	Other last Name: [FV XX]	
First Name: [FVXX]	Middle initial: [FVXX]	Benefit Year Begin Date: [FV 24]	
Date of Claim: [FV 23]	Claim Type: [FV 26]	Program: [FV 27]	
First Day Worked: [FV XX]	Last Day Worked: [FV 29]	Reason for Separation: [FV 30]	
Return to Work Date: [FV XX]	Claimant Resides In: [FV 25]	State Worked In: [FV 54]	Dependent: [FV 28]

This notice is being sent to you because you are the Chargeable Employer for whom the claimant worked for 30 days (not necessarily consecutively) from the beginning of the claimant's Base Period to the "Date of Claim". You will be charged for any benefits paid to him/her. There is no connection between the amount that you paid the claimant and the amount you will be charged. The claimant's benefits are based on his/her total wages during the first four of the last five completed calendar quarters (Base Period) prior to the claimant's "Benefit Year Begin". You will be charged for the benefits paid even if the wages you paid the claimant are not used in calculating his/her benefits. If the claimant worked for you for less than 30 days, you may still be charged if you were the single employer that paid the claimant enough in wages to requalify after a disqualifying separation from a previous employer. Rules on charging can be found at 56 Ill. Adm. Code 2765.325 et seq. If you wish to protest your chargeability, a form for this purpose is available on our website at www.ides.illinois.gov/charge.

The wages shown represent earnings the claimant received from you during the base period. A worker's base period consists of the first four of the last five completed calendar quarters immediately preceding the month in which the benefit year begins. The alternate base period is the last four completed calendar quarters immediately preceding the benefit year.

Benefit Year Begin Date: 10/14/2012	Total Base Period Wages: \$30,700.00
Base Period Qtr: 3	Base Period Year: 2011 Wages: \$7,550.00
Base Period Qtr: 4	Base Period Year: 2011 Wages: \$8,650.00
Base Period Qtr: 1	Base Period Year: 2012 Wages: \$7,650.00
Base Period Qtr: 2	Base Period Year: 2012 Wages: \$6,850.00

Employers and TPAs will be given the opportunity to attach supporting documentation to their E-Response.

Response for: SSN: 335-90-1278 Claim Number: 10953799 Name: MICHAELS, GUS
Request Date: 05/08/2013 Date Due: 05/18/2013 Claim Effective Date: 05/05/2013

Attachments

Do you have any attachments (up to 10 documents) which support your statement regarding the Reason for Separation?

Acceptable file formats are: csv, pdf, rtf, tiff, txt.

If Yes, go to Step 1 and enter each attachment separately (See HELP on the left side of this screen).

If No, go to the NEXT page.

WARNING - The total size of all attachments is limited to a maximum of 5 megabytes. Scanned PDFs have the possibility of being very large but by decreasing the dpi size, scanning it in as PDF text or removing some of the extended features of a PDF the size can be greatly reduced. Another option would be to scan it in as a TIFF document instead of a PDF.

Step 1: Add Attachments.

> Attachment File Name (See **WARNING** above):

Browse...

?

> Describe the document being attached (e.g. Warning Documents, Notice of Separation) - *Description is required to submit your response:*


?


Reset

Save to Table

Note: Any data in the above fields will be lost unless the 'Save to Table' button is selected to add to or edit the Summary Table below. 'Save to Table' before moving from this screen to save data.

On the final page, before submission, the SIDES E-Response web portal will list errors on the E-Response form that need to be corrected. The "Submission" button will be grayed out until these errors are corrected.






STATE INFORMATION DATA
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FEIN: 363858183
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Response for: SSN: Claim Number: Name:
Request Date: 05/08/2013 Date Due: 05/18/2013 Claim Effective Date: 05/05/2013

Submission

 [View/Print](#)

Please correct the following errors:

[Claimant and Employer Identification - Preparer Type is required](#)
[Claimant and Employer Identification - Preparer Contact Name is required](#)
[Claimant and Employer Identification - Preparer Title is required](#)
[Claimant and Employer Identification - Preparer Phone is required](#)
[Claimant and Employer Identification - Preparer Email is required](#)
[Reason for Separation - Employer Separation Reason is required](#)

< Back

Main Menu

Submit to State

[Users Guide](#)
[Help with E-Response](#)
Please view your Notice of UI Claim, Wages Reported and Possible Charges Response. If correct, click on the Submit button to send the Notice of UI Claim, Wages Reported and Possible Charges to the State Unemployment Insurance office. You will receive a confirmation number on successful submission.

If you need to make a correction prior to submission, press the BACK button until you reach the appropriate screen to amend.

ii. Edit/Delete a Response

If an Employer or TPA is not ready to submit their E-Response, they can select the “Save” button at the bottom of the screen, leave the SIDES E-Response web portal, and return later to Edit or Delete their Response. Until they Submit their response, the Response Status will show “In Progress”.

Cancel

Save

Main Menu

Next >

Go to Page

SIDES
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SIDES

STATE INFORMATION DATA
EXCHANGE SYSTEM

FEIN: 363858183
SEIN: 7100001

Search by SSN: (Omit Dashes)

[Users Guide](#)
[Help with E-Response](#)
Select a Separation Information Request to create a response and/or view/print. Or, select a Separation

Announcement: Welcome to UI SIDES E-Response.

Please Note : The system has regularly scheduled maintenance from 12:00:01 AM ET Sunday - 04:00:00 AM ET Sunday. You should not work on your responses during this window as the system may go down unexpectedly.

Separation Information Requests

Separation Information Requests for PIN:

SSN:
Name:
Date Due: 11:59 PM Eastern on
05/18/2013

Response Status: In Progress

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iii. Amend a Response

If after submitting their E-Response an Employer or TPA wishes to amend their response, within 30 days of the initial date of request they can create and submit an Amendment to their response. As the response has already been submitted, the Response Status will show “Submitted”.

SIDES
E-Response

SIDES

STATE INFORMATION DATA
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FEIN: 363858183
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Search by SSN: (Omit Dashes)

Search

[Users Guide](#)
[Help with E-Response](#)
Select a Separation Information Request to create a response and/or view/print. Or, select a Separation Information Response to edit, delete or view/print.

Select "Create Response" to begin a response.

Announcement: Welcome to UI SIDES E-Response.

Please Note : The system has regularly scheduled maintenance from 12:00:01 AM ET Sunday - 04:00:00 AM ET Sunday. You should not work on your responses during this window as the system may go down unexpectedly.

Separation Information Requests

Separation Information Requests for PIN:

SSN: [REDACTED] Name: [REDACTED] Date Due: 11:59 PM Eastern on 05/18/2013	Response Status: In Progress Edit Response Delete Response	View/Print
SSN: [REDACTED] Name: [REDACTED] Date Due: 11:59 PM Eastern on 05/18/2013	Response Status: Submitted Create Amendment	View/Print View/Print - Submitted 05/30/2013 View/Print - Submitted 05/30/2013

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iv. Final Conformation

Employer and TPAs will receive a verification confirmation after completion. They should print or download the final PDF of their submission and maintain for their records.

The screenshot shows the SIDES E-Response Confirmation page. The header includes the SIDES E-Response logo, the SIDES STATE INFORMATION DATA EXCHANGE SYSTEM logo, and the FEIN: 363858183 and SEN: 7100001. The main content area displays the confirmation message: "Your response has been accepted. Your confirmation number is: B0E8 CFA0 54F2 6E31 21D0 0B58 F41E 6CBF". A red oval highlights the instruction: "Please print or download this pdf and keep with your records." Below this, there is a "View/Print" button and a "Main Menu" button. The left sidebar contains links for "Users Guide" and "Help with E-Response".

SIDES E-Response **SIDES STATE INFORMATION DATA EXCHANGE SYSTEM** FEIN: 363858183 SEN: 7100001

Response for: SSN: 214-87-2323 Claim Number: 10953973 Name: TEST, SIDES S

Confirmation

Your response has been accepted. Your confirmation number is:
B0E8 CFA0 54F2 6E31 21D0 0B58 F41E 6CBF

Please print or download this pdf and keep with your records.

[View/Print](#)

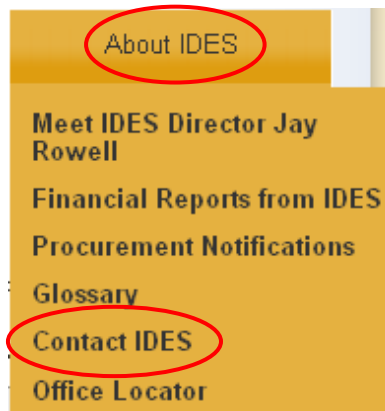
[Main Menu](#)

[Users Guide](#)
[Help with E-Response](#)

Section 9 – Contact Information

Call the IDES Employer Support Hotline toll free at (800) 247-4984 for SIDES related questions.

You can also email us at www.ides.illinois.gov. From the “About IDES” drop down menu, select “Contact IDES”.



Then select “Contact Form” at the top of the page.

Contact IDES

To contact IDES via the web, please use our online [Contact Form](#).

Regular IDES business hours: Monday - Friday, 8:30 AM - 5:00 PM, except for state holidays. Visit a local [IDES office](#) nearest you, get a printer-friendly list of [Employment Security Offices & WorkNet Centers](#), a map of [IDES Regions and Offices](#), or find a [TTY number](#).

Using the “Why are you contacting IDES” drop down menu, select “Employer UI Tax Questions and Assistance” and fill out the remaining information regarding any questions or concerns.

Contact Form

Writing to IDES - Individuals or Employers

If you have a question, a problem to report, or would like to help us better understand how the we let us know by using the form below.

When your contact information is provided, **particularly an email address and ZIP code**, we

Why are you contacting IDES? *	<div><div></div><div></div></div>
Are you submitting a:	<div>TaxNet/Employer Monthly Wage Filing</div> <div>Employer UI Tax Questions and Assistance</div> <div>Unemployment Benefits/Filing a Claim</div>
Comments:	

Appendix – FAQ

Q:

A:

Q:

A:

Q:

A:

Q:

A:

Q:

A: